
MASSACHUSETTS HUMAN RESOURCES DIVISION
OPEN COMPETITIVE EXAMINATION **ANNOUNCEMENT NUMBER: 8655**
POLICE OFFICER

MUNICIPAL SERVICE AND MASSACHUSETTS BAY TRANSPORTATION AUTHORITY (MBTA)

Women, minorities, veterans, and people with disabilities are encouraged to apply.

\$50.00 Examination processing fee required.

Money orders, bank checks, Discover/Novus, MasterCard and VISA accepted. No cash or personal checks.

Last Date to Apply: February 7, 2003

Please file early.

Examination Date: April 26, 2003

This examination is held to establish an eligibility list from which to fill vacancies in this classification for 169 Massachusetts municipalities and for the Massachusetts Bay Transportation Authority (MBTA).

DUTIES: A Police Officer works under supervision to perform law enforcement duties, protecting life, property, and the civil rights of individuals. Primary duties include patrol; interacting with citizens to provide service and render assistance; and preparing and completing records, reports, and other paperwork documenting incidents for use in prosecution. A Police Officer is dispatched to crime and emergency scenes in response to reported violations, accidents, domestic disputes and abuses, and other incidents; carries out crime scene duties; makes arrests and performs search and seizure; conducts investigations; and interviews witnesses, suspects, and complainants.

SALARY: Each jurisdiction sets its own salary for Police Officer. Inquiries concerning salary should be directed to the appointing authority at the time of the employment interview.

ENTRANCE REQUIREMENTS

Education/Experience Requirement: As of the date of appointment, applicants must have either:

- a high school diploma or equivalency certificate approved by the Massachusetts Department of Education OR
- three years experience in the armed forces of the United States with last release or discharge under honorable conditions.

2. **Age Requirement:** As of the printing of this notice, applicants must be at least 19 years of age as of the last filing date for all civil service jurisdictions. (Please be advised that the list of communities is subject to change and inquiries about status changes should be directed to the communities in question.)

- Candidates must also be younger than age 32 as of February 7, 2003, to be appointed as a Police Officer in the following 49 civil service municipalities: Acton, Acushnet, Adams, Arlington, Ashland, Bedford, Billerica, Burlington, Chelmsford, Dalton, Dartmouth, Dracut, Easthampton, Easton, Great Barrington, Haverhill, Hingham, Hudson, Ipswich, Leominster, Lynnfield, Malden, Manchester, Mansfield, Marblehead, Methuen, Milford, Newton, Northampton, North Andover, North Attleboro, Norton, Norwood, Orange, Raynham, Rockport, Southbridge, South Hadley, Stoneham, Sudbury, Ware, Watertown, Wayland, Wellesley, Westfield, Westford, West Springfield, Williamstown, and Wilmington. Please be advised that these communities have not accepted the provisions of Chapter 32, Section 5A, of the Massachusetts General Law (MGL) pertaining to medical and physical fitness standards.
- Candidates must be younger than age 32 as of April 26, 2003, (Chapter 31, section 58A of the MGL) to be appointed as Police Officers in the following 11 civil service municipalities: Boston, Bourne, Canton, Fitchburg, Holbrook, Natick, Shrewsbury, Taunton, Westwood, Winchester, and Worcester. Candidates seeking appointments in these communities are also subject to the provisions of Chapter 32, Section 5A of the MGL pertaining to medical and physical fitness standards.
- Candidates who are over age 32 and who meet certain medical and physical fitness standards are eligible for appointments as a Police Officer in the MBTA and in the following 109 civil service communities: Abington, Agawam, Amesbury, Andover, Athol, Attleboro, Auburn, Avon, Barnstable, Bellingham, Belmont, Beverly, Braintree, Bridgewater, Brockton, Brookline, Cambridge, Carver, Charlton, Chelsea, Chicopee, Clinton, Cohasset, Danvers, Dedham, Duxbury, East Bridgewater, East Longmeadow, Everett, Fairhaven, Fall River, Falmouth, Foxboro, Framingham, Franklin, Gardner, Gloucester, Grafton, Greenfield, Halifax, Hanover, Holden, Holyoke, Hull, Kingston, Lancaster, Lawrence, Lee, Leicester, Lexington, Lowell, Ludlow, Lynn, Marlborough, Marshfield, Maynard, Medfield, Medford, Medway, Melrose, Middleboro, Millbury, Millis, Milton, Montague, Needham, Newburyport, New Bedford, North Adams, Northbridge, North Reading, Norwell, Oxford, Palmer, Peabody, Pembroke, Pittsfield, Plainville, Plymouth, Provincetown, Quincy, Randolph, Reading, Revere, Rockland, Salem, Salisbury, Sandwich, Saugus, Scituate, Sharon, Somerville, Springfield, Stoughton, Swampscott, Tewksbury, Uxbridge, Wakefield, Walpole, Waltham, Wareham, Webster, West Bridgewater, Weymouth, Whitman, Winchendon, Winthrop, Woburn, and Wrentham. In these communities, as current law requires, candidates will have to meet medical and physical fitness standards for appointment to Police Officer positions, and once hired, will be tested regularly during their employment to be sure that they meet certain medical and physical fitness standards.

Entrance Requirements continued:

All applicants who pass the civil service written test and receive a conditional offer of employment from a municipality or the MBTA are also subject to meeting the following criteria:

3. **Medical and Physical Fitness Standards:** Candidates must pass the medical examination before participating in the Physical Abilities Test. The medical standards are available for review at www.state.ma.us/hrd or at the HRD Customer Services Center in Boston during normal business hours from 8:45 a.m. to 5:00 p.m. In some municipalities, candidates may be required to pass both a medical examination and a psychological evaluation before appointment. More information about medical and physical fitness standards testing will follow. Please be advised that the list of communities is subject to change and inquiries about status changes should be directed to the communities in question.
4. **Physical Abilities Test (PAT):** All candidates who receive a conditional offer of employment will be instructed on how to schedule and take the PAT. The PAT is a test of the candidate's aerobic capacity and physical capability to perform various tasks required on the job. A separate fee (currently \$50) is charged for the administration of the PAT. The PAT Training Guide will be mailed in May 2003 to all applicants who will have taken the written examination in April 2003.
5. **Academy Training:** All candidates appointed as full-time police officers as a result of this examination will be required to successfully complete police academy training (MGL, Chapter 41, Section 96B). All inquiries regarding this training should be submitted in writing to the Criminal Justice Training Council, 31 Shea Memorial Drive, South Weymouth, MA 02190.
6. **Smoking Prohibition:** In accordance with MGL, Chapter 41, Section 101A, candidates hired from the Police Officer eligible list resulting from this examination are prohibited from smoking tobacco products at the time of and after appointment.
7. **Character:** No person who has been convicted of a felony shall be appointed as a police officer. A candidate may be disqualified for evidence of character clearly unsuited for police services. Some municipalities include a comprehensive background check as part of the selection process.
8. **Firearms Permit:** A candidate may need to obtain a valid firearms permit to qualify to be a police officer in Massachusetts.
9. **Driver's License:** A candidate may need a valid Massachusetts motor vehicle operator's license before appointment by some police departments.

Information about other qualifications should be directed to the city or town or MBTA.

CIVIL SERVICE WRITTEN EXAMINATION

Applicants must take and pass a written examination in order to be placed on the eligible list for appointment as a Police Officer.

The written test covers nine areas pertaining to the duties of a Police Officer:

Deductive Reasoning	Ability to apply general rules or regulations to specific cases or to proceed from stated principles to logical conclusions;
Inductive Reasoning	Ability to find a rule or concept which fits a particular situation;
Information Ordering	Ability to apply rules to a situation for the purpose of putting the information in the best or most appropriate order;
Problem Sensitivity	Ability to recognize or identify the existence of a problem;
Memorization	Ability to reproduce or recall information, events, symbols, etc.;
Spatial Orientation	Ability to keep a clear idea of where you are in relation to the space in which you are located;
Verbal Comprehension	Ability to understand spoken and written language;
Verbal Expression	Ability to use spoken or written language to communicate information and ideas to others; and
Visualization	Ability to form a mental image of what an object will look like after it has been changed in some way.

The *Entry Level Police Officer Orientation and Preparation Guide*, which describes the written examination in more detail, will be available after the last filing date. A copy of the *Guide* will be mailed to all registered applicants and will be accessible at www.state.ma.us/hrd.

Private School or Service: The Human Resources Division does not recommend or endorse any private school or service offering preparation for examinations and is not responsible for their advertising claims.

Credit for Employment/Experience as a Police Officer: Pursuant to the provisions of Section 22 of Chapter 31, individuals may apply for credit for employment or experience in the position title of Police Officer. Information on how to apply for this credit will be mailed with your notice to appear for the examination. On the day of the examination, you will be asked to provide the details of any such employment or experience you have as a police officer as the result of service on a city or town police force, or service on a state-run transit police force, including location, dates of service, and number of hours worked per week, and to submit documentation supporting these claims.

CLAIMS FOR PREFERENCE

Candidates will be advised at the test site on how to claim any of the preferences listed below:

Veterans' Preference: Your notice to appear for the examination will indicate whether or not you are already classified as a veteran. If you are a veteran and your notice indicates otherwise, you must submit your DD Form 214 (Member-4 Version). Qualifying service must have been in the Army, Navy, Marine Corps, Coast Guard, or Air Force of the United States. Please note that active duty exclusively for training in the National Guard or Reserves does NOT qualify you for veterans' preference.

If the dates of your qualifying military experience were:	You are required to have:
⇒ before 2/1/55	90 days active service
⇒ from 2/1/55 to 8/4/64	180 days active service
⇒ from 8/5/64 to 6/4/76	90 days active service

If you entered military service after the close of the Vietnam Era on June 4, 1976, you qualify for veterans' preference if you had at least 90 days of active duty AND only if you participated in one or more of the following:

- ⇒ *the Lebanese Peace Keeping Force between 8/25/82 and withdrawal from Lebanon
- ⇒ *the Grenada Rescue Mission between 10/25/83 and 12/15/83
- ⇒ *the Panamanian Intervention Force between 12/20/89 and 1/31/90
 - *a campaign medal for wartime service is required
- ⇒ Active duty during the Persian Gulf Conflict between 8/2/90 and a closing date yet to be determined (no campaign medal required)

Effective July 1, 1998, an individual who meets the definition of veteran but has not yet been discharged from military service, can receive veteran's preference. Veteran status will be granted if the individual submits official documentation of pending, honorable discharge by an authority such as a commanding officer indicating the date the individual entered the service, branch of military service, nature of present assignment, and estimated date of separation from service. The individual will need to provide official documentation of honorable discharge at the time of appointment. [See 1998 Amendment to MGL, Chapter 31, Section 3, Clause (f)]

Claims for status as a disabled veteran require written confirmation from the US Veterans Administration of a continuing service-connected disability rated 10% or higher. Applicants wishing to claim status as disabled veterans will get the opportunity to claim such at the test site with instructions to follow. (See Clause 43, Section 7 of Chapter 4 and Section 1 of Chapter 31 of the MGL for a full definition of a qualifying veteran.)

Preference for the Children of Certain Police Officers/Fire Fighters: The son or daughter of a Police Officer or Fire Fighter employed in Massachusetts who was killed or died from injuries received in the performance of duty, or who was permanently disabled as a result of injuries received in the performance of duty, is entitled to certification/list preference under the provisions of Chapter 402 of the Acts of 1985.

Residency Preference: If residency preference is requested by a municipality, applicants who have resided in that municipality for the entire twelve-month period immediately preceding the date of the examination are entitled to be placed on the eligible list for that community ahead of any non-residents. Applicants who have had a break in residence or have moved from one community to another within the twelve-month period preceding the date of the examination will not be entitled to claim residency preference in any community. Applicants will complete a residency preference form at the test site. Verification of residency will be made by the municipality.

Racial/Ethnic Preference: Due to a federal consent decree, African-American (Black) and Hispanic applicants are given certification preference in a number of communities, whether or not they are residents of those communities. As of the printing of this notice, the following communities are included in this consent decree: Attleboro, Boston, Brockton, Brookline, Cambridge, Chelsea, Holyoke, Lancaster, Lawrence, Lowell, New Bedford, Randolph, Springfield, Winthrop, and Worcester. This list of communities is subject to change. The definition of Hispanic, for the purposes of the decree, includes any person born in a Spanish-speaking country or any person who grew up in a household in which the predominant language spoken was Spanish.

Selective Certification for Emergency Medical Technicians: If a position in a municipality requires that a police officer be certified as an Emergency Medical Technician at the Basic, Intermediate, or Paramedic level, the local appointing authority may request that competition for that position be limited to persons who have such certifications. On the date of the examination, applicants will have the opportunity to register as a certified emergency medical technician. Applicants will need to supply proof of possession of a current certification as a Massachusetts Emergency Medical Technician (issued by the Massachusetts Department of Public Health, Office of Emergency Medical Services) in order to qualify for this selective certification. While proof of certification may be submitted at any time during the life of the eligible list, applicants are encouraged to submit it at the time of the examination so that they do not miss out on a potential job opportunity.

Selective Certification for Bilingual Police Officers: If a position in a municipality requires that a police officer be fluent in a second language (e.g., Spanish, Vietnamese, Laotian, Khmer, Haitian Creole, or Chinese), the local appointing authority may request that competition for that position be limited to persons who have such language fluency. Applicants will have the opportunity at the test site to indicate fluency in languages other than English. Applicants will need to prove language fluency at the time of hire.

HOW TO APPLY

You may apply for this examination, using a credit card, on-line at the Human Resources Division website: www.state.ma.us/hrd until midnight on February 7, 2003. A confirmation number for each transaction will be issued.

You may also obtain a paper application form, and file it along with the examination-processing fee (or fee waiver form) in person or by mail with HRD Customer Services (see address below). Applications and fee waiver forms may also be available at city and town clerks' offices and civil service police stations across the state. If you mail your application, send all correspondence by certified mail with "return receipt requested," if possible. Your application MUST be received in HRD by 5:00 p.m. on February 7, 2003 or be postmarked by midnight on February 7, 2003.

Current Military Personnel: ALL military personnel who, in connection with current service, **CANNOT** be in Massachusetts on April 26, 2003, have the option of taking the written test wherever they are stationed. To request this accommodation, you must:

- file an application and processing fee by the last filing date (February 7, 2003);
- request such accommodation in writing, with a copy of your military orders attached;
- include in your letter either your daytime base phone number or name and phone number of a Massachusetts resident with whom you are in regular contact;
- request your commanding/training officer to directly send to the Massachusetts Human Resources Division (see address below) or fax (FAX Number 617-727-0399) a signed letter on military letterhead stating willingness to assume responsibility for examination security and administration. A daytime telephone number at which s/he can be reached must be included.

Make-up Test: No applicant has a right to a makeup examination due to personal or professional conflicts on the testing date. Applicants are advised to check their calendar **BEFORE** applying for the examination.

Spanish-Speaking Applicants: You may take the examination in the Spanish language. If you do, you will also have to pass another written examination given on the same day that tests your ability to read and understand English. If you wish to take the examination in Spanish, you must send a separate letter requesting this when you submit your application and examination fee or fee waiver form.

Testing Accommodations for People with Disabilities: If you need special testing accommodations due to a documented impairment such as a hearing, learning, physical, mental or visual disability, fill in the circle in item #15 of your application, and include a letter detailing what type of accommodation you require at the exam site. *You must also include a letter of support from a qualified professional.* Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is sought only to provide reasonable accommodation on the day of the examination and will not be used for any other purposes.

Examination Fee: All applications must be accompanied by a money order, bank check, credit card payment, or by a completed fee waiver form. The examination processing fee is **\$50**. Payment by money order or bank check should be made payable to the Commonwealth of Massachusetts. Please print your name, address, social security number, and the examination announcement number 8655 on the front of the money order or bank check. Payments by Discover/Novus, Master Card and VISA are also accepted when applying via the web site or in person. **NO CASH OR PERSONAL CHECKS.**

Refunds: There will be **NO REFUNDS** of the examination processing fee unless the examination is cancelled by HRD.

Fee Waiver: The examination-processing fee may be waived for applicants receiving certain forms of state or federal public assistance, unemployment insurance, or workers' compensation. If you are claiming a fee waiver, fill in item #16 on your application. Fee waiver forms are available from and must be filed with the Massachusetts Human Resources Division (see address below). Waiver forms must be accompanied by proof of eligibility, for the subject time period, in the form of signed and dated receipts, check stubs and/or other documentation from the agency providing the assistance.

FOR MORE INFORMATION

Information about this examination can be obtained on the Internet at <http://www.state.ma.us/hrd/> or by visiting/telephoning the Human Resources Division. You may visit the Human Resources Division, Customer Services Counter at One Ashburton Place, Boston, MA 02108, Monday through Friday, 8:45 a.m. - 5:00 p.m., except holidays, or may telephone the Division during these hours at the following numbers:

In the Boston area: (617) 727-3777
TTY Number: (617) 727-7583

Outside the Boston area: (toll free) 1-800-392-6178
FAX Number: (617) 727-0399

Recorded information regarding this examination and other upcoming open competitive examinations is available at any time by calling (617) 727-3777, extension 246.